

PROVAT RANA

ACCOUNTS EXECUTIVE

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SUMMARY

As an Accounts Executive Officer with 3 years of experience, I specialize in managing financial records, analyzing financial data, and preparing accurate financial statements. My responsibilities include processing invoices and payments, maintaining thorough records, and ensuring compliance with financial policies. I am proficient in handling both accounts payable and accounts receivable, as well as recording journal entries using SAP software. My strong attention to detail and collaborative approach enable me to consistently deliver accurate and timely financial results.

WORK EXPERIENCE

ACCOUNTS AND ADMINISTRATION OFFICER

Gestalt Trainings

December 2023 - Present

- Maintain accurate financial records and ledgers
- Prepare invoices, payments, and expense reports
- Managed daily financial transactions, including general ledger entries, bank reconciliations, and month-end close processes
- Processed accounts payable and receivable, ensuring timely payments and collections
- Utilized accounting software (e.g., SAP, Tally) to streamline reporting and improve efficiency

CLIENT OPERATIONS GENERAL

Willis Towers Watson

June 2022 - March 2023

- Process and manage claims for US-based clients, ensuring compliance with client requirements and industry standards.
- Maintain detailed records of claims, transactions, and account activities.
- Reconcile accounts and ensure timely payments and settlements.

TECHNICAL SKILLS

- Accounting Software
- Microsoft 365
- Accounts Payable
- Accounts Receivable
- Google Sheet
- Tally ERP
- Financial Analyse.

SOFT SKILLS

- Analytical Thinking
- Team Collaboration
- Time Management
- Effective Communication
- Problem Solving
- Adaptability
- Multitasking

EDUCATIONAL HISTORY

BACHELOR IN ACCOUNTING

Calcutta University,

2017 - 2020

- 6.25% (CGPA)

CERTIFICATION

- Microsoft Power BI
- Accounting Software
- Basic Computer

LANGUAGE

- English
- Bengali
- Hindi